

The following documentation provides information on how to register for a Non-prepaid 911 Charge account on Georgia Tax Center (GTC).

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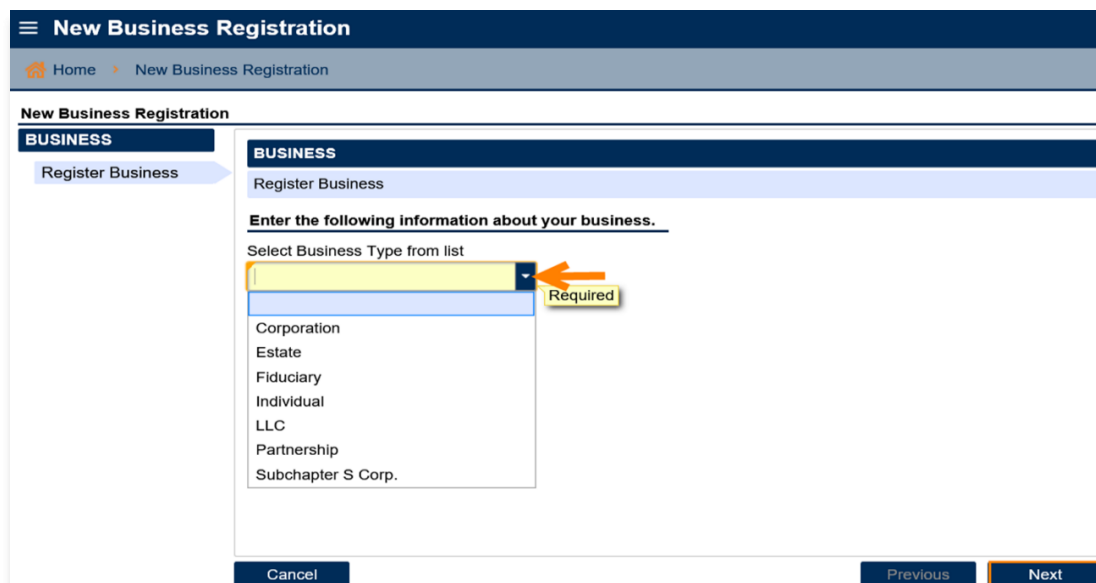
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Register a New Business for a Non-prepaid 911 Charge Account:

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>), and click the **Register a New Georgia Business** hyperlink.



2. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Yellow fields are required, and green fields are optional. Click the **Next** button.



3. Provide the **Business Location Address**.

Provide Address

Enter your business location address.

Select Country from list
USA

Street
Required

Street 2
Required

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
Required

Select State from list
GEORGIA

Zip Code +4
Required

Select County from list
Required

Attention

Address must be verified before continuing.

4. Click the **Verify your address** button to validate the address.

BUSINESS

Provide Address

Enter your business location address.

Select Country from list
USA

Street
1800 CENTURY BLVD NE

Street 2

Select Unit Type from list (Apt, Suite, etc.)
SUITE

Unit # (if Unit Type is selected)
5000

City
ATLANTA

Select State from list
GEORGIA

Zip Code +4
30345-0000

Select County from list
DEKALB

Attention

Verify your address

Address must be verified before continuing.

- Click the red **Unverified** hyperlink on the Address Search pop-up window.

Address Search

Please note: After clicking unverified, select a verified address if available.

Country

USA

Multi-Line

Unverified

Street

1800 CENTURY BLVD NE

Street

Unit Type

SUITE

Unit #

5000

City

ATLANTA

State

GEORGIA

Zip

30345-0000

County

DEKALB

Attention

Save

Cancel

- Select a verified address, if available, by clicking the applicable **Select this address** hyperlink. If you don't have a verified address listed, you can select the address you entered. Click **OK**.

Select Verified Address

Verified

Select this address

1800 CENTURY BLVD NE
ATLANTA GA 30345-3202

Verified

Select this address

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Verified

Select this address

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Verified

Select this address

1800 CENTURY PL NE
ATLANTA GA 30345-4301

OK

Cancel

- Enter a different mailing address, if applicable. Click the **Next** button.

Is your mailing address the same as your business address?

Yes

No

Cancel

Previous

Next

8. Select the account(s) to register. Click the **Next** button.

- To register a Non-prepaid 911 Charge account, you must also register a Sales & Use Tax account.

ACCOUNTS

Select Accounts

Select the account(s) you are registering.

☐ Adult Entertainment Tax
☐ Alcohol License
☐ Composite Tax
☐ Corporate Income Tax
☐ Fireworks Excise Tax
☐ International Fuel Tax
☐ Motor Fuel Distributor Tax
☐ Non-Prepaid 911 Charge
☐ Prepaid Wireless 911 Charge
☐ Sales & Use Tax
☐ State Hotel-Motel Fee
☐ Tobacco License
☐ Withholding Tax
☐ Withholding Misc Film

Additional Information

You must register a Sales & Use Tax account if you are registering one of the following account types:

- Adult Entertainment Tax
- Fireworks Excise Tax
- Motor Fuel Retailer
- Motor Fuel Distributor
- Motor Fuel Non-Highway
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- State Hotel-Motel Fee

These accounts will share the account start date of the Sales & Use Tax account.

Payments made for the following account types must be paid through ACH Debit:

- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Individual Income Tax
- International Fuel Tax
- Non-Prepaid 911 Charge

Cancel

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Next >

9. Answer the questions pertaining to the Sales & Use Tax account. Click the **Next** button.

ACCOUNTS

Sales & Use Tax

Enter your Sales & Use Tax information.

Date of first Georgia sales

Required

Required

Select Fiscal Year End from list

Required

Select Accounting Method from list

Accrual

Are you registering as a result of a notice from the Georgia Department of Revenue?

Yes No

Answer the following questions about your account.

Are you a Motor Fuel Retailer?

Yes No

Are you a Motor Fuel Wholesaler?

Yes No

Does your business have 4 or more locations in Georgia?

If you select "Yes" your sales account will be registered as a Master Account. Master Accounts are required by law to file their sales tax reports under a consolidated number.

Yes No

Are you a contractor?

Only select "Yes" if you are a contractor who constructs buildings or makes improvements for real estate owners/developers.

Yes No

Cancel

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10. Complete the Additional Business Information section. Type your **NAICS** code. Click the **Next** button.

- If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword (e.g., wireless or communications).

ADDITIONAL INFO

Additional Info

Additional Business Information

Enter your Incorporation Date

Select Country of Incorporation from list
USA

Select State of Incorporation from list
GEORGIA

NAICS Codes

[Enter or Click to Select Primary NAICS Code](#)
Required

[Enter or Click to Select Secondary NAICS Code](#)

Cancel
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Next

11. Click the [Add a Record](#) hyperlink to add officers and/or responsible parties.

- You must have at least one officer registered.

ADDITIONAL INFO

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 0
Number of active Responsible Parties entered: 0

Officer & Responsible Party Info

+

Add Officer/Responsible Party

	Owner Name	Officer Type	Effective Date
+	Add a Record		

12. Enter the **Officer/Responsible Party** information. To enter additional officers, click the **Add Officer/Responsible Party** hyperlink. Click the **Next** button after all officers/responsible parties have been entered.

ADDITIONAL INFO

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 0
Number of active Responsible Parties entered: 0

Officer & Responsible Party Info
New Officer

Record 1
Delete Officer/Responsible Party
Add Officer/Responsible Party

Officer & Responsible Party Info

Officer Address & Phone Number

Is this an Officer, Responsible Party, or both?
Required

Effective Date
Required

Cease Date

Officer Name & Id Information

Does this officer have a foreign Id #?
Yes No

Select Id Type from list
Required

First Name
Required

Middle Initial

Last Name
Required

Street

City

State
GEORGIA

Country
USA

Zip Code

County


Phone Number

Delete Officer/Responsible Party
Add Officer/Responsible Party

Cancel
Previous
Next

13. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button


LOGIN
 Create Login


Enter login information

Login

Password

Confirm Password


Password requirements for a GTC login

Passwords cannot be reused


 Minimum 8 characters

 Passwords must contain both letters and numbers

 Passwords must contain both uppercase and lowercase letters

 Passwords must contain special characters


 To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.


In case you forget your password

Select Secret Question from list

Secret Answer

Confirm Answer


Enter contact information

User's Name

E-mail

Confirm E-mail

Country

Select Phone Type from list

Phone Number

Cancel


Previous

Next

14. Select the preferred **Two-Factor Authentication** method. Click the **Next** button.

LOGIN

Two-Factor Authentication

 **Authentication Options**

Choose your authentication method

Text

Email

Both

Email

Country

USA

Mobile Carrier

Required

Required

Mobile Phone

Required

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

Cancel

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Next >

15. Review the summary of the request. Click the **Submit** button.

Home > New Business Registration

NEW BUSINESS REGISTRATION

BUSINESS

ACCOUNTS

ADDITIONAL INFO

LOGIN

New Business Registration

Business Type :

Corporation Name :

Federal Employer ID # :

Account Type : Sales & Use Tax

Account Type : Non-Prepaid 911 Charge

Officer Name :

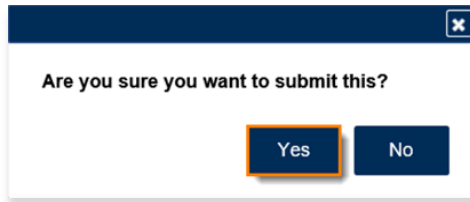
Login :

Cancel

< Previous

Submit

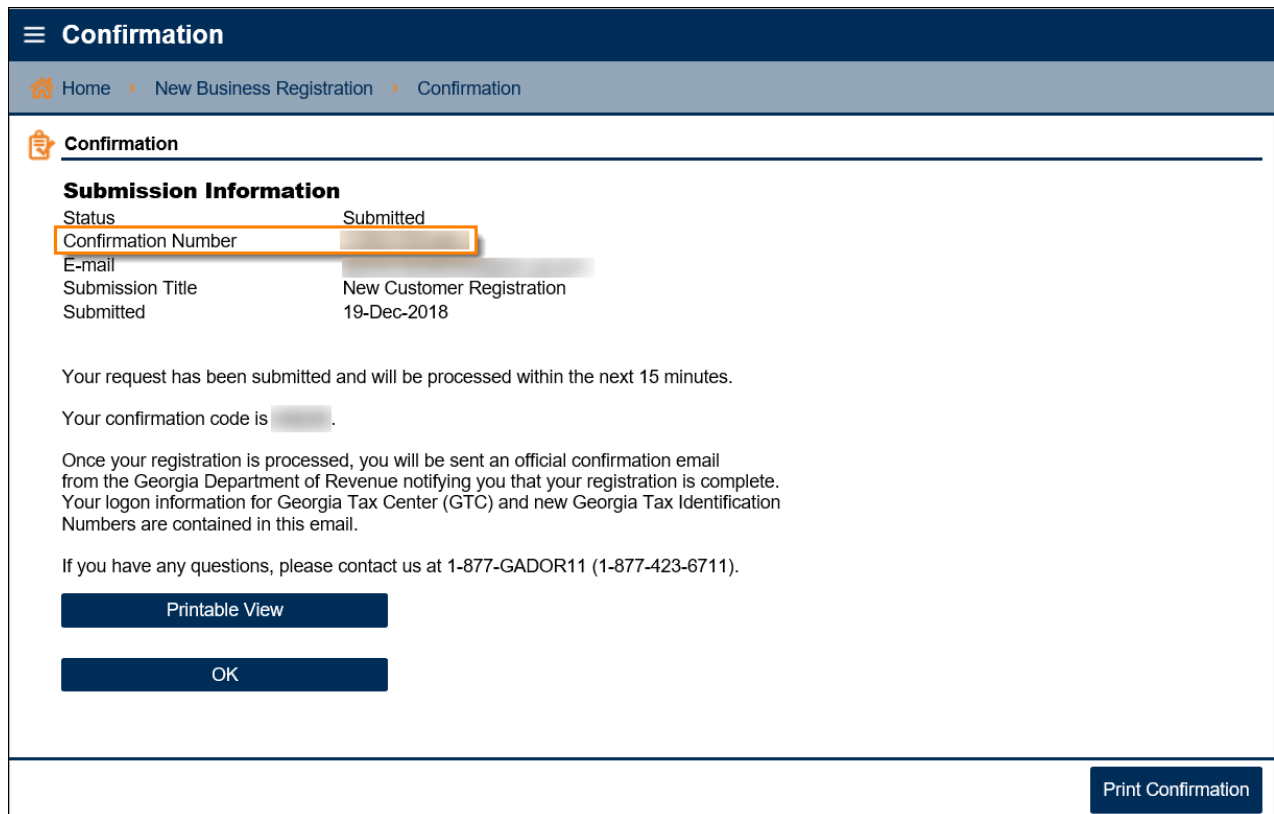
16. Click **Yes** to confirm you want to submit the request.



Are you sure you want to submit this?

Yes **No**

A confirmation page will appear with the confirmation number for the registration request.



Confirmation

Home > New Business Registration > Confirmation

Confirmation

Submission Information

Status	Submitted
Confirmation Number	[Redacted]
E-mail	[Redacted]
Submission Title	New Customer Registration
Submitted	19-Dec-2018

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is [Redacted].

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your login information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation

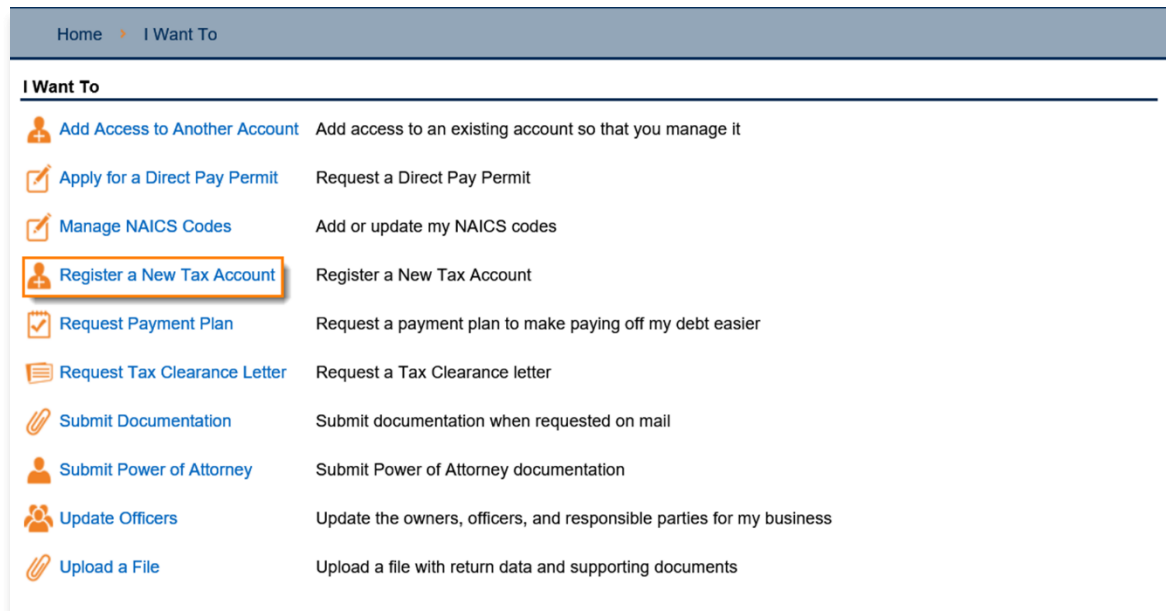
Register an Existing Business for a Non-prepaid 911 Charge Account

NOTE: You must already have a Sales & Use Tax account and a GTC logon. Instructions for creating a GTC logon can be found on the Department's website: [Sign Up for GTC Access](#).

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>), and log into your account.
2. On the Home screen, under the **I Want To** section, click the **See more links...** hyperlink.

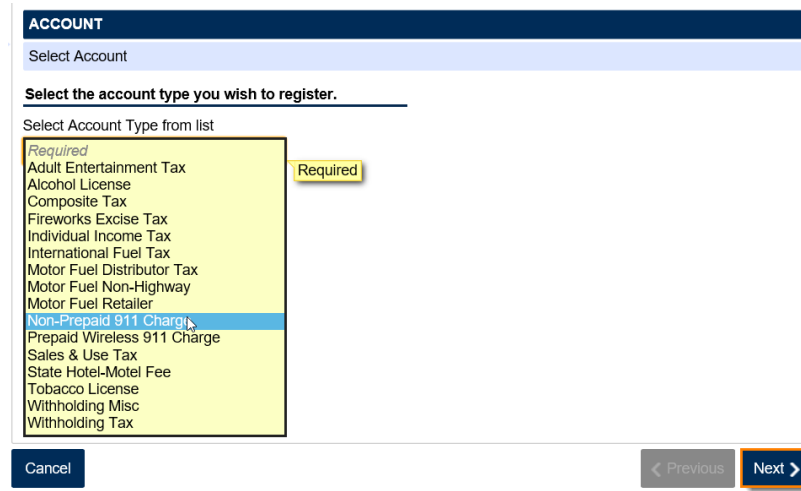


3. Click the **Register a New Tax Account** hyperlink.



4. Select **Non-prepaid 911 Charge** from the drop-down list. Click the **Next** button.

- You **must** have a registered Sales & Use Tax account before registering for this tax type.



ACCOUNT

Select Account

Select the account type you wish to register.

Select Account Type from list

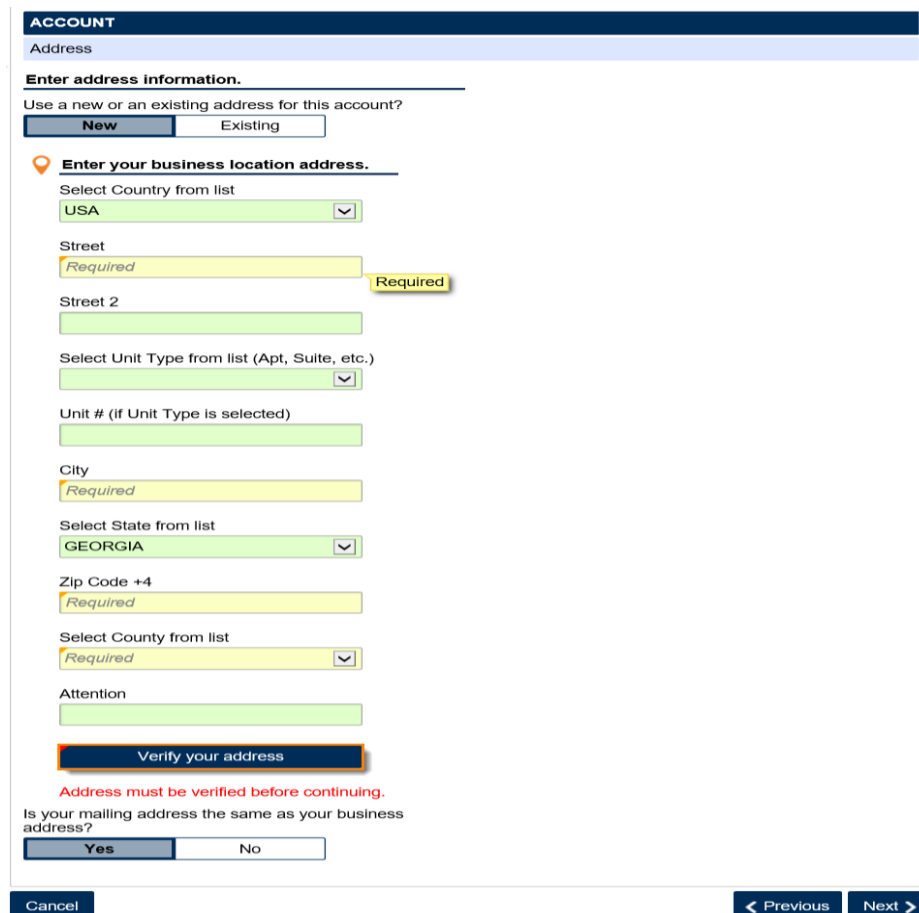
Required

- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Fireworks Excise Tax
- Individual Income Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Motor Fuel Non-Highway
- Motor Fuel Retailer
- Non-Prepaid 911 Charge**
- Prepaid Wireless 911 Charge
- Sales & Use Tax
- State Hotel-Motel Fee
- Tobacco License
- Withholding Misc
- Withholding Tax

Required

Cancel Previous Next

5. Provide a new or select an existing **Business Location Address**. Click the **Verify your address** button for new addresses.



ACCOUNT

Address

Enter address information.

Use a new or an existing address for this account?

New Existing

Enter your business location address.

Select Country from list

USA

Street

Required

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Required

Select State from list

GEORGIA

Zip Code +4

Required

Select County from list

Required

Attention

Verify your address

Address must be verified before continuing.

Is your mailing address the same as your business address?

Yes No

Cancel Previous Next

- Click the red **Unverified** hyperlink on the Address Search pop-up window.

Address Search

Please note: After clicking unverified, select a verified address if available.

Country

USA

Multi-Line

Unverified

Street

1800 CENTURY BLVD NE

Unit Type

SUITE

Unit #

5000

City

ATLANTA

State

GEORGIA

Zip

30345-0000

County

DEKALB

Attention

Save

Cancel

- Select a verified address, if available, by clicking the applicable **Select this address** hyperlink. If you don't have a verified address listed, you can select the address you entered. Click OK.

Select Verified Address

Verified

Select this address

1800 CENTURY BLVD NE
ATLANTA GA 30345-3202

Verified

Select this address

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Verified

Select this address

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Verified

Select this address

1800 CENTURY PL NE
ATLANTA GA 30345-4301

OK

Cancel

- Enter a different mailing address, if applicable. Click the **Next** button.

Is your mailing address the same as your business address?

Yes

No

Cancel

Previous

Next

9. Enter the **Account Start Date**. Click the **Next** button.

- The start date for the Non-prepaid 911 Charge account cannot be before January 1, 2019 or before the Sales & Use Tax account start date.

ACCOUNT

Non-Prepaid 911 Charge

Enter your Non-Prepaid 911 Charge information.

Account Start Date

Required

Required

Cancel

Previous

Next

10. Review the summary of the request. Click the **Submit** button.

Home > I Want To > New Account Registration

New Account Registration

ACCOUNT

New Account Registrati

NEW ACCOUNT REGISTRATION

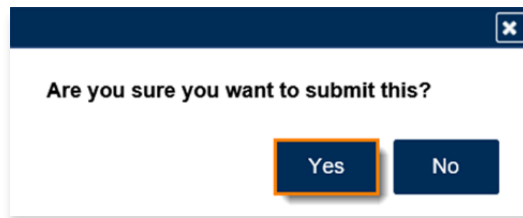
Account Type : Non-Prepaid 911 Charge

Cancel

Previous

Submit

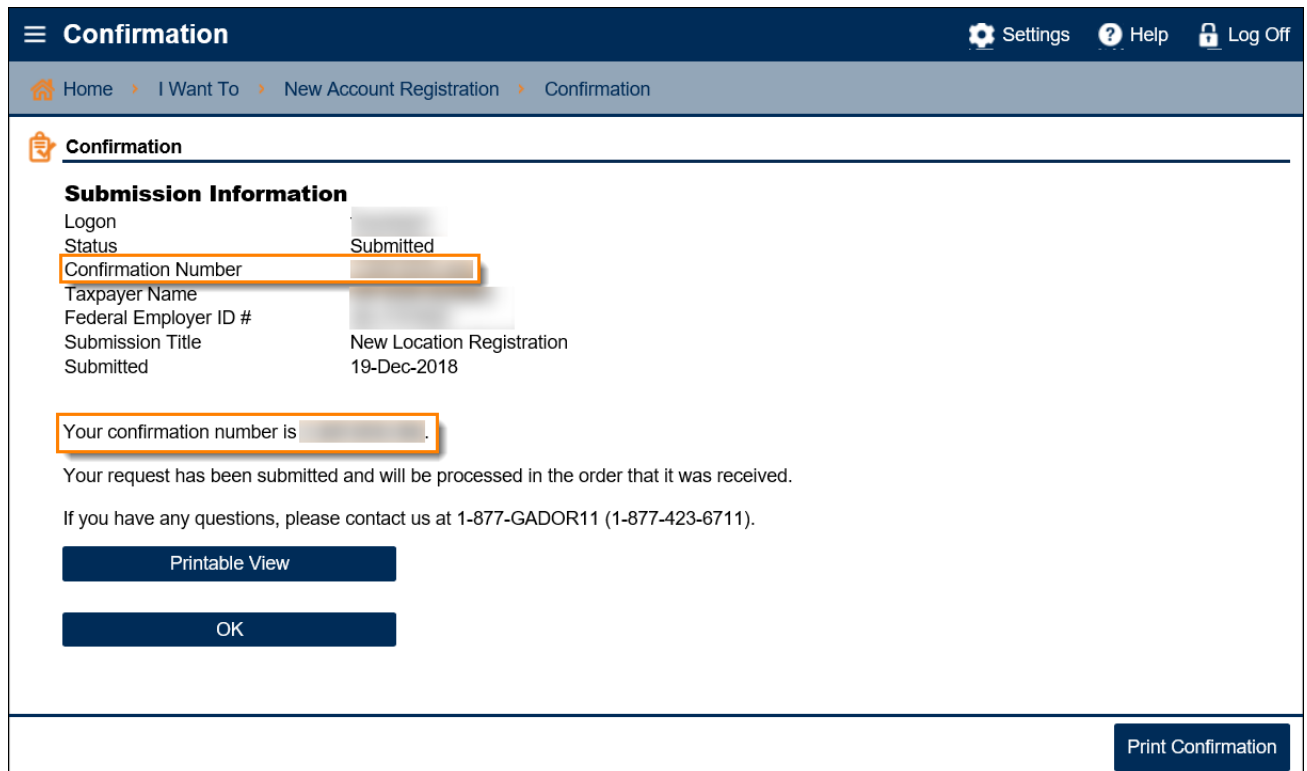
11. Click **Yes** to confirm you want to submit the request.



Are you sure you want to submit this?

Yes No

A confirmation page will appear with the confirmation number for the registration submission. Click the **OK** button.



Confirmation

Home > I Want To > New Account Registration > Confirmation

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Submission Title	New Location Registration
Submitted	19-Dec-2018

Your confirmation number is .

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation